

# Sears

# owners manual

ELECTRIC ADDING MACHINE

## SEARS ELECTRIC ADDING MACHINE

MODEL NO.

888.58800

**CAUTION:**

Read Rules for  
Safe Operation  
and Instructions  
carefully

- Operation
- Service



SEARS, ROEBUCK AND CO., CHICAGO ILL. 60607 U.S.A.

SIMPSON'S-SEARS LIMITED, TORONTO

Your new Sears Adder can help you reduce time-consuming calculations to a matter of minutes. Designed and manufactured to operate simply, yet accurately, your adder is dependable for home use. Your new Sears Adder has many features. Get acquainted with them by reading this booklet thoroughly, and you will attain maximum benefit from the fine machine you have purchased.

#### CARING FOR YOUR SEARS ADDER:

Dust and dirt are enemies of all precision equipment. Always keep the dust cover on your machine when it is not in use.

Clean rubber paper tape rollers with alcohol or typewriter platen cleaner. **NEVER USE WATER!!**

For smooth performance and best over-all operation, use adding machine tape and adding machine ribbon of good quality. We recommend Sears No. 3-3976 paper tape and Sears No. 3-4323 ribbon.

#### OPERATING TIPS:

1. **BEFORE YOU BEGIN:** Be certain Power Cord (7) of Adder is plugged into a 110/120 volt, 60 cycle A.C. electrical outlet.
2. Before entering figures, move the Column Indicator (3) to the extreme right. This will clear the keyboard of any figures previously entered. Then depress and release the  $\boxed{T}$  (2) Key which will total any balances in the machine and clear the machine for new work.
3. Depress only one key at a time and be sure the key goes all the way down.

#### MAKING CORRECTIONS:

If you make a mistake while you are entering numbers on the machine and **YOU HAVE NOT DEPRESSED THE  $\boxed{+S}$  (1) OR THE  $\boxed{T}$  (2) KEYS**, the entire entry can be cleared by moving the Column Indicator (3) to the right.

**IMPORTANT NOTE ! DON'T TOUCH THE COLUMN INDICATOR (3) WHEN THE MACHINE IS CYCLING, AS THIS COULD CAUSE DAMAGE.**

#### ENTERING NUMBERS:

Numbers are entered in the same order as you write them. For example, to enter 1.90, depress and release the three keys in this order: 1, then 9, then 0.

Depress and release the  $\boxed{+S}$  (1) Key and 1.90 will be imprinted on the tape and entered in the machine. The decimal point always prints automatically.

#### EXPLANATION OF ADD AND SUBTOTAL KEY (1)

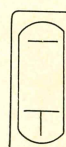
The Add and Subtotal Key (1) has two functions.



When an entry is made on the keyboard and the  $\boxed{+S}$  (1) Key is depressed, the quantity entered will be added to previous entries. If no further entry is made on the keyboard and the  $\boxed{+S}$  (1) Key is depressed, a subtotal will be given by the machine.

#### EXPLANATION OF SUBTRACT AND TOTAL KEY (2)

In the same manner as above the Subtract and Total Key (2) has two functions.



When an entry is made on the keyboard and the  $\boxed{T}$  (2) Key is depressed, the quantity entered will be subtracted from previous entries. If no further entry is made on the keyboard and the  $\boxed{T}$  (2) Key is depressed, a total will be given by the machine.

#### EXPLANATION OF REPEAT KEY (9)

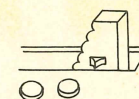
The Repeat Key (9) is utilized by simply pressing down into the "on" position.



This allows an entry to be added "repeatedly" or subtracted "repeatedly". This is especially useful in multiplication as described later in this manual.

#### EXPLANATION OF COLUMN INDICATOR (3)

This lever serves three purposes:



1. Indicates the number of digits entered into the machine.
2. Used to clear the machine of an incorrect entry.
3. Used to release the Repeat Key (9).

#### ADDITION:

To add follow these simple steps:

1. Move the Column Indicator (3) to the extreme right.
2. Press the  $\boxed{T}$  (2) Key to clear the machine.
3. Enter the first number to be added by depressing each digit as you read it. For example, to enter 1.90 press the 1, then the 9 and then the 0 key.
4. Press the  $\boxed{+S}$  (1) Key.
5. Enter each remaining number in the same manner.
6. When all numbers have been entered and added, press the  $\boxed{T}$  (2) Key to get a total to the problem.

#### SUBTRACTION:

Subtraction is as simple as addition.

The steps outlined under **ADDITION** above should be followed except the  $\boxed{T}$  (2) Key should be pressed when a number is to be subtracted.

#### SUBTOTAL:

When the  $\boxed{+S}$  (1) Key is depressed **AND NO ENTRY IS ON THE KEYBOARD**, a subtotal will be obtained.

This will be a subtotal of all computations performed. Additional numbers can be added to or subtracted from the subtotal before a final total is taken.

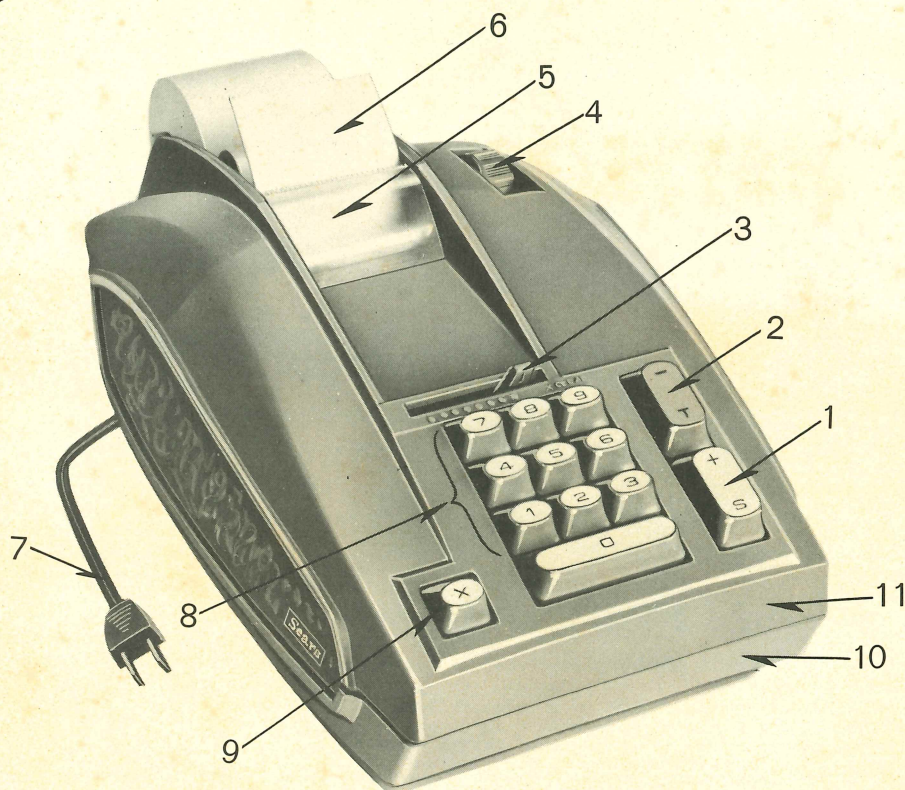
#### MULTIPLICATION:

Your Sears Adder is more than just an adding machine; it will also be able to multiply (which is really repeat addition) through the use of the Repeat Key (9). Now let's try a problem: Multiply 234  $\times$  23

#### HELPFUL HINTS IN MULTIPLICATION:

**ALWAYS ENTER THE LARGER NUMBER FIRST AND MULTIPLY BY THE SMALLER NUMBER. ALWAYS MULTIPLY DIGITS FROM RIGHT TO LEFT.**

1. Clear the Column Indicator (3). Depress and release the  $\boxed{T}$  (2) Key to be sure the machine is cleared of previous work. Tape shows this:  $\rightarrow$
2. Depress and release the Repeat Key (9), so it is in locked position.
3. In this problem, the larger number is 234, so depress and release the keys 234.
4. Depress and release the  $\boxed{+S}$  (1) Key the same number of times as the number to the extreme right of the multiplier (in this case three times). Tape shows this:  $\rightarrow$



1. Add and Subtotal Key
2. Subtract and Total Key
3. Column Indicator
4. Paper Advance Wheel
5. Paper Cutter
6. Paper Roll
7. Power Cord
8. Figure Keys
9. Repeat Key
10. Bottom Cover
11. Top Cover

5. Now depress the Zero Key so that you can multiply by the tens digit of the multiplier. (This is the next number to the left, in this case 2).

6. Depress and release the  $\boxed{\div}$  (1) Key the same number of times as the tens digit of the multiplier, in this case twice. Tape shows this:  $\rightarrow$

7. Now move the Column Indicator (3) to the extreme right and the Repeat Key (9) will be released from locked position.

8. To get your answer, depress and release the  $\boxed{T}$  (2) Key. THIS WILL CLEAR THE MACHINE AND WILL BE YOUR FINAL ANSWER FOR THIS PROBLEM.

Tape shows this:  $\rightarrow$

T

2. 3 4  
2. 3 4  
2. 3 4  
2 3. 4 0  
2 3. 4 0

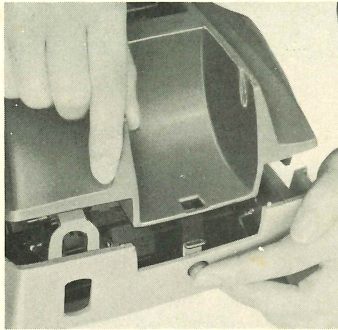
T

2. 3 4  
2. 3 4  
2. 3 4  
2 3. 4 0  
2 3. 4 0  
5 3. 8 2 T

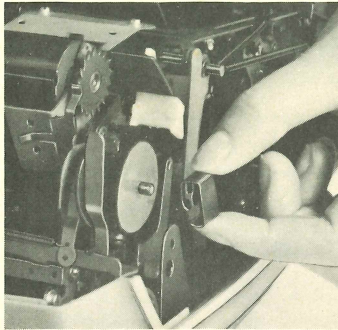
T

2. 3 4  
2. 3 4  
2. 3 4

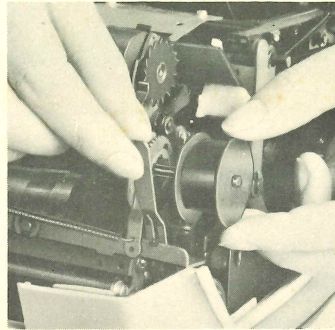
## REPLACING THE RIBBON:



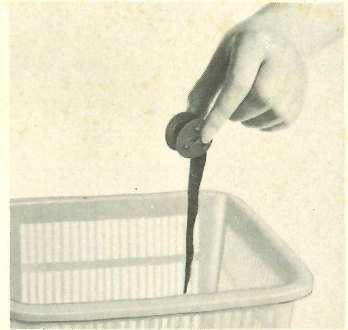
1. Unlock the top cover (11) from the bottom by pushing the button at the rear of the machine and lift up the rear of the top cover. Remove the top cover.



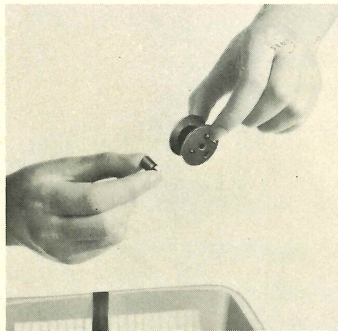
2. You can now see the two ribbon spools. These spools have retaining clips over the spindles of the spools. Remove both retaining clips by sliding the closed end of the clip toward the center of the ribbon spool, then lifting them off.



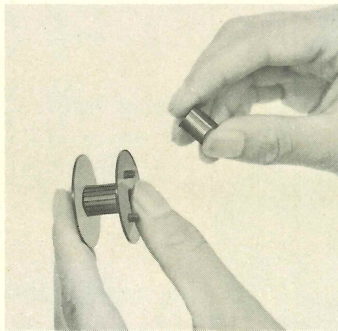
3. Release the levers from the ribbon spools and remove the ribbon spools from the machine.



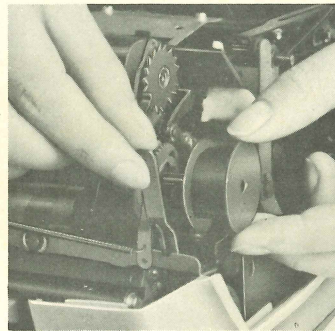
4. Hold the spool containing the least amount of ribbon over a wastebasket and let the old ribbon unwind into the basket: ONE SPOOL IS NOW EMPTY AND WILL BE REUSED WITH THE NEW RIBBON. DO NOT DISCARD IT.



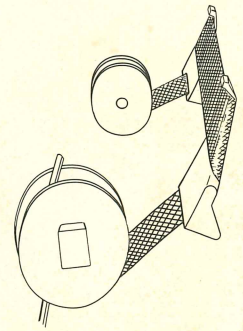
5. You will see a retaining clip on the empty spool which attaches the end of the old ribbon to the spool. Pry up the retaining clip and release the end of the used ribbon. KEEP THE EMPTY SPOOL.



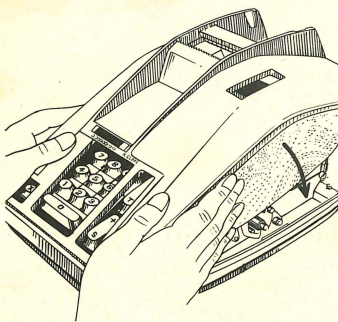
6. Place the end of the new ribbon around the core of the empty spool securing it with the retaining clip which you removed to free the used ribbon.



7. Release the levers and place the spools back on their spindles making sure the prongs on the bottom are properly seated in the holes beneath the spools.



8. Thread the ribbon spindle as illustrated. Replace the ribbon retaining clips.

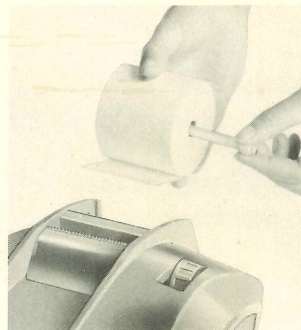


9. Hold the top cover with both hands as illustrated. Make sure two clips inside of the front end of the covers engage properly. Firmly and evenly press the front edge of the top cover against that of the bottom cover while you swing it straight downward until side panels snugly fit on to the grooves of the bottom cover. Then push the button at the rear end of the machine and release it to lock it. Replace the paper roll and power cord (7).

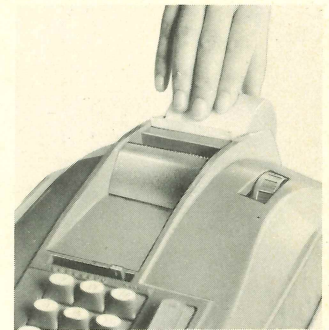
## INSERTING THE PAPER ROLL:



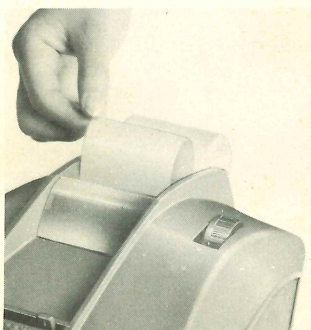
1. Remove the spindle holding the empty paper roll core from the machine and discard the empty paper roll core.



2. Insert the spindle into the paper roll making sure that the paper feeds from the bottom.



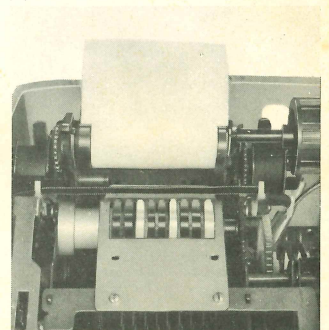
3. Place the spindle into the machine by positioning the ends of the spindle into the groove of the spindle holders. Be sure the ends of the spindle are positioned all the way to the bottom of the slots of the spindle holders.



4. Feed paper from the bottom of the roll under the roller.



5. Turn the paper advance wheel which will roll the paper up into place.



6. Be sure that the paper is behind the two tension clips on either side of the paper roller.

**Sears**

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**MODEL NO.**

**888.58800**

**SEARS SERVICE  
IS AT YOUR SERVICE  
WHEREVER YOU LIVE  
OR MOVE  
IN THE U.S.A.**

The Model Number will be found stamped on the bottom of the Adder. Always mention the Model Number when requesting service or repair for your Adding Machine.

All parts may be ordered through SEARS, ROEBUCK AND CO. or SIMPSONS-SEARS LIMITED.

Your Sears merchandise takes on added value when you discover that Sears has over 2000 Service Units throughout the country. Each is staffed by Sears-trained, professional technicians using Sears approved parts and methods.

### **ELECTRIC ADDING MACHINE GUARANTEE**

We guarantee this adder to work properly. If it does not, simply return it to our nearest store (wherever you live in the United States or Canada) and we will:

During the first 90 days, repair it,  
free of charge.

After 90 days and for the balance of the first  
year, repair it, charging only for labor.

SEARS, ROEBUCK AND CO.  
SIMPSONS-SEARS LIMITED

**SEARS, ROEBUCK AND CO., CHICAGO ILL. 60607 U.S.A.**

**SIMPSONS-SEARS LIMITED, TORONTO**